

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Cover Page

PAGE NO. IN 1
ANNUAL REPORT

TO AND/OR FROM From Identification and Ownership schedule.
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

NAVIGATION WITHIN None. Print schedule only.
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)

OTHER UNIQUE Schedule is all derived data. Status is display only.
CHARACTERISTICS OF
SCHEDULE

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Rules for Reporting

**PAGE NO. IN
ANNUAL REPORT** 2

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** NONE

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** NONE

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** DISPLAY ONLY

Item number 8 of the Rules for Reporting states: "Report all dollar amounts to the nearest thousand dollars. (Example: \$130,000 should be reported as \$130.)" The reporting in thousands requirement only applies to dollar amounts; it does not apply to other numbers in the report.

Item number 10 states: "Where part or all of the report is prepared by other than utility personnel, a disclosure is required in the "Individual or firm, if other than utility employee, preparing this report" portion of the Identification and Ownership schedule, which describes the nature and extent of work performed."

Item number 16 states: "Municipalities authorized by the Commission as competitive local exchange carriers (CLECs) should report only the CLEC-related amounts in the OTH annual report."

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Signature Page

PAGE NO. IN 3
ANNUAL REPORT

TO AND/OR FROM Utility name is from the Identification and Ownership schedule.
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

NAVIGATION WITHIN STANDARD
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)

OTHER UNIQUE No manual or electronic "signature" is required. There is no validation
CHARACTERISTICS OF check associated with the signature date in the program; the annual report
SCHEDULE preparer is required to manually check that the signature date is
appropriate.

On the signature page, the person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year. One way to view the electronic information in the exported annual report (.mdb) file is to use Access 2000 (or successor version of Access) to view the contents of the various tables contained in the .mdb file. Other database packages or versions may also allow you to view the contents of the tables.

Schedule edit checks:

- There must be an entry for Person Responsible for Accounts.
- There must be an entry for Signature Date.
- There must be an entry for Title of Person Responsible for Accounts.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Table of Contents

**PAGE NO. IN
ANNUAL REPORT** 4

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** NONE

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** NONE

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** DISPLAY ONLY. The Table of Contents for each entity lists the
schedules applicable to that entity.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Income Statement - Wisconsin Total Operations

**PAGE NO. IN
ANNUAL REPORT** 7

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** This Year Operating Revenues from Operating Revenues schedule
(Wisconsin-Based Total Total Operating Revenues).

CONFIDENTIAL ITEMS All values (in 000's) in the This Year column, including totals (if at least one of the summing amounts is locked).

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** STANDARD.

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** Report all dollar amounts to the nearest thousand dollars (in 000's).
(Example: Report \$130,000 as \$130.)

Entry in each cell is required; "0" is acceptable.

Revenues from the following activities should be reported in the Nonregulated Revenues category on the "Operating Revenues" schedule on Page 14: Internet service provider (field service, hosting, hookup and facilities charge); customer premises equipment sale and maintenance (for other than handicapped which should be considered operating revenue); inside wire maintenance; and payphones (other than revenue from the provision of the line which should be considered operating revenue).

Provide additional material information as requested in the Note. Specific identification of operating revenues, assignment of operating expenses and nonoperating income amounts to the extent possible, and allocation of operating expenses and nonoperating income amounts on a "minutes of use" or "revenues" basis are acceptable methods of determining Wisconsin total amounts to be reported in this schedule.

Schedule edit checks:

- You must enter a value in all enterable This Year cells.
- You must enter a value in all Wisconsin Total % cells.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Total Company Balance Sheet

PAGE NO. IN 8
ANNUAL REPORT

TO AND/OR FROM NONE
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)

CONFIDENTIAL ITEMS All values (in 000's) in the Balance EOY column, including totals (if at least one of the summing amounts is locked.)

PRIOR YEAR DATA NONE

NAVIGATION WITHIN STANDARD.
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)

OTHER UNIQUE Report all dollar amounts to the nearest thousand dollars (in 000's).
CHARACTERISTICS OF (Example: Report \$130,000 as \$130.)
SCHEDULE

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Total Company Balance Sheet – Notes

**PAGE NO. IN
ANNUAL REPORT** 10

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** NONE

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** STANDARD.

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** Enter any additional information concerning the Total Company Balance Sheet schedule in the text box.

All incumbent local exchange carrier (ILEC) - affiliated reporting entities should state the names(s) of all service companies providing services to the reporting entity during the year.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Telecommunications Plant in Service & Accumulated Depreciation & Amortization – Wisconsin

PAGE NO. IN ANNUAL REPORT 12

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS) NONE

CONFIDENTIAL ITEMS All values (in 000's) in the Additions, Plant in Service EOY, Acc. Depr. & Amortization EOY, and Net Plant in Service EOY columns, including totals (if at least one of the summing category amounts is locked.)

PRIOR YEAR DATA NONE

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS) STANDARD. Enter key may be adjusted to key down or across. If keying down, use vertical scroll/mouse click to get to the next column.

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: report \$130,000 as \$130.) Negative dollar amounts for selected items may trigger program edit checks.

Report the plant total amount for each category:

General Support – Land; Motor Vehicles; Aircraft; Tools and Other Work Equipment; Buildings; Furniture; Office Equipment; and General Purpose Computers.

Central Office – Non-digital Switching; Digital Electronic Switching; Operator Systems; Radio Systems; Collocation Suites; Hub Sites; and Circuit Equipment.

Information Origination/Termination – Station Apparatus; Customer Premises Wiring; Large Private Branch Exchanges; Public Telephone Terminal Equipment; and Other Terminal Equipment. (Note that this category will not be used by many reporting entities since customer premises equipment, other than handicapped, and inside wiring are considered deregulated by this Commission and instead should be reported in the Total Plant category on the "Total Company Balance Sheet" schedule.)

Cable (and) Wire Facilities – Poles; Aerial, Underground, Buried, Submarine and Deep Sea, and Intrabuilding Network Cable; Aerial Wire; and Conduit Systems.

Amortizable – Capital Leases; Leasehold Improvements; Software; and Intangibles.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Operating Revenues

**PAGE NO. IN
ANNUAL REPORT** 14

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** Wisconsin-Based Total Total Operating Revenues to Income Statement-
Wisconsin Total Operations schedule. Wisconsin-Based Total Gross
Operating Revenues to Assessable Revenues schedule (Remainder and
Telephone Relay).

CONFIDENTIAL ITEMS All user entered descriptions in the Particulars column. All values (in
000's) in the columns labeled Wisconsin-Based Intrastate,
Wisconsin-Based Interstate, Wisconsin-Based Total, and Total Company,
including totals (if at least one of the summing amounts is locked).

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** STANDARD. Use Insert icon to add records and Delete icon to delete
records.

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** Report all dollar amounts to the nearest thousand dollars (in 000's).
(Example: Report \$130,000 as \$130.)

Report by level of detail available.

Report the amounts associated with the following items (not necessarily an
all-inclusive list) in the respective revenue categories on this schedule:

a. Local Network Services Revenues – End user retail (basic local,
extended community calling, extended area service, and custom calling);
local private line, special access; resale of local service; revenues from
Internet service providers (ISPs) associated with transport of signal from
end user to ISPs via switched Internet access.

b. Network Interstate Access Service Revenues – End user line charges;
revenues from ISPs associated with transport of signal from end user to
ISPs via unswitched Internet access; interconnection between local and
toll providers associated with interstate calls

c. Network Intrastate Access Service Revenues – Interconnection between
local and toll providers associated with intrastate calls

d. Miscellaneous Revenues – Reciprocal compensation and
interconnection between local providers; unbundled network elements
(UNEs) and UNE Platform (UNE-P) revenues; Video distance learning
(VDL); and directory.

OTHER UNIQUE

e. Nonregulated Revenues – Internet service provider (field service,

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

**CHARACTERISTICS OF
SCHEDULE
(continued)**

hosting, hookup and facilities charge); customer premises equipment sale and maintenance (for other than handicapped which should be considered operating revenue); inside wire maintenance; and payphones (other than revenue from the provision of the line which should be considered operating revenue).

Schedule edit checks:

- There must be an entry for Particulars in Row X. Enter a description or NONE.
- The Total Company amount is less than the Wisconsin-Based Total for line X. If these numbers are incorrect, please change them, otherwise disregard this message.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Year-End Number of Lines

PAGE NO. IN ANNUAL REPORT 16

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS) NONE

CONFIDENTIAL ITEMS Residential Wisconsin-Based Total lines and Business Wisconsin-Based Total lines.

PRIOR YEAR DATA NONE

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS) STANDARD.

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE All cells are mandatory; "0" is a valid entry. Prints with Number of Lifeline and Linkup Customers schedule.

Report only **actual number of residential and business local telecommunications lines for Wisconsin -Based Total at December 31, 200X** (excluding long distance and Internet Service Provider subscribers). Report voice grade and/or DS0 equivalent lines serving end users.

Schedule edit checks:

- You must enter a zero or positive number in the Residential Wisconsin-Based Total cell.
- You must enter a zero or positive number in the Business Wisconsin-Based Total cell.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Number of Lifeline and Linkup Customers

PAGE NO. IN ANNUAL REPORT 16

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS) NONE

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS) STANDARD.

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE Prints with Year-End Number of Lines schedule.
All cells are mandatory; "0" is a valid entry.

Report **actual number of Lifeline customers in Wisconsin at end of year.**

Report **actual number of Linkup customers in Wisconsin connected during the year.**

Schedule edit checks:

- You must enter a zero or positive number in the Lifeline customers cell.
- You must enter a zero or positive number in the Linkup customers cell.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Central Office Data - End of Year

PAGE NO. IN ANNUAL REPORT 19

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS) NONE

CONFIDENTIAL ITEMS In Use (Access Lines and Trunks), ISDN lines (BRI and PRI), Digital Subscriber Line (DSL) lines, DS-1, DS-3, OC-3, No. of fiber strands entering C.O., No. of fiber strands working (LIT) in C.O., No. of fiber strands for interoffice use, and Miles of fiber sheath in wire center.

PRIOR YEAR DATA NONE

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS) Vertical scroll up/down and STANDARD within an exchange (or record). The Rate Center Name and Switch Location will remain locked at the top of the screen when working with a particular central office and exchange. Page up/down and arrows on tool bar between exchanges (or records).

Can use Insert icon to add new central office (and Delete icon to delete central offices).

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE Provide requested information even if such facilities are only used to carry interstate traffic. See definitions for this schedule (titled "Central Office Data – End of Year Definitions") to assist in completion.

Sheath miles - The length of cable, regardless of size. This is the number of miles of cable.

For actual number of access lines data requested on this schedule, do **not** include lines associated with resale activity.

The definition for No. of Fiber Strands Working (LIT) in C.O., should include fibers that pass through the central office in the count for a particular central office. In addition, the definition for No. of Fiber Strands for Interoffice Use, should also include strands associated with Extended Community Calling if those strands otherwise qualify as interoffice.

Warning text limitations. Miles must be whole numbers (no decimals).

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE
(continued)**

The program incorporates a program edit check concerning this schedule to prevent selection of the standalone option where a central office serves more than one exchange/central office combination.

Schedule edit checks:

- Please enter a Rate Center Name before saving.
- Please enter a Manufacturer of COE before saving.
- Please select a valid Equipment Type before saving.
- Please select a valid Operation Indicator before saving.
- The Central Office CLLI Code is required for this Rate Center.
- The Switch Location is required for this Rate Center.
- There must be a Remote Host Rate Center Name in the Operation Indicator section, if Remote was selected as the Operation Indicator.
- There must be a Remote Host Switch CLLI Code in the Operation Indicator section, if Remote was selected as the Operation Indicator.
- Please enter a COE generic software release number for this rate center before saving.
- Please select a Yes or No for SS7 before saving.
- Please select a Yes or No for 911 before saving.
- Please select a Yes or No for ISDN before saving.
- If ISDN is Yes, then enter the number of BRI & PRI lines respectively, before saving.
- Please select a Yes or No for DSL before saving.
- If DSL is Yes, then enter the number of lines before saving.
- Please select a Yes or No for End User VoIP before saving.
- Please enter respective values for DS-1, DS-3, and OC-3 before saving.
- Please select a Yes or No for Packet Switching before saving.
- Please select a Yes or No for Frame Relay before saving.
- Please select a Yes or No for Asynchronous Transfer Mode before saving.
- Please select a Yes or No for Access Tandem Switching before saving.
- Please enter respective values for the four Fiber Transmission Facilities items before saving.
- You must enter a value for Access Lines In Use.
- You must enter a value for Trunks in Use.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

CENTRAL OFFICE DATA - END OF YEAR

DEFINITIONS

Central Office (Switch) CLLI Code - Switch Common Language Location Identifier Code.

Manufacturer of COE (Central Office Equipment) - Alcatel (AL), ATTC (ATT), GTE (GTE), ITT (ITT), Lucent (ATT/LUC), Nippon Electric (NEC), Northern Telecom (NTI), Siemens (SI), Stromberg-Carlson (SC), VIDAR (VI), or Other (provide the name).

Type of Equipment - Electromechanical (EM), Electronic - Analog (A), Electronic - Digital (D), Electronic - Video (V), or Other (provide the type).

SS7 (Yes/No) - To qualify as a "yes" the office must have "A" links or "A" link concentration.

9-1-1 (Yes/No) - To qualify as a "yes" the customers of this exchange can reach emergency service by dialing 911. (Both standard and enhanced.)

Access Lines - In Use - Is the actual number of lines in use.

Trunks - In Use - Actual number of trunks in use.

ISDN Available (Yes/No) - To qualify as a "yes", ISDN must currently be offered in this switch.

ISDN Lines - In Use (Basic Rate Interface - BRI) - Answer only if "ISDN Available" is "yes". This is the actual number of BRI lines in use.

ISDN Lines - In Use (Primary Rate Interface - PRI) - Answer only if "ISDN Available" is "yes". This is the actual number of PRI lines in use.

DSL Service Available (Yes/No) - To qualify as a "yes", DSL must currently be offered in this switch.

DSL Lines - In Use (# of lines) - Answer only if "DSL Available" is "yes". This is the actual number of DSL lines in use.

End User Voice over Internet Protocol (VoIP) Available - To qualify as a yes, VoIP technology must currently be offered to end users in this switch. With VoIP technology, the originating end user's voice conversations are converted to packetized digital signals and transmitted over a data network using internet protocol.

Digital Service Available: DS-1 - In Use - The actual quantity of DS-1s that serve customers, exchange and interexchange, such as special access or tariffed DS-1 level service (not including ISDN-PRI).

Digital Service Available: DS-3 - In Use - The actual quantity of DS-3s that serve customers, exchange and interexchange, that are using DS-3 Level Service, including DS-3 circuits used for distance learning.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

Digital Service Available Optical Carrier: (OC)-3 - In Use - The actual quantity of OC-3s that serve customers, exchange and interexchange, that are using OC-3 Level Service. An OC-3 Sonet channel is equivalent to three DS-3's.

Advanced Data Service Available: Packet Switching (Yes/No) - To qualify as a "yes", packet switching must currently be offered in this switch.

Frame Relay (Yes/No) - To qualify as a "yes", advanced data service must be available for frame relay for that particular central office.

ATM (Asynchronous Transfer Mode) (Yes/No) - To qualify as a "yes", advanced data service must be available for ATM for that central office.

Fiber Transmission Facilities: No. of Fiber Strands Entering the C.O. - This is the total actual quantity of fiber strands that enter the building (Example: An 8 fiber cable looped through the CO will be 16 fibers entering the building.)

No. of Fiber Strands Working (LIT) in C.O. - This is the actual number of strands that are connected to lightwave equipment both primary and redundancy/protect systems. This line should include fibers that pass through the central office in the count for a particular central office.

No. of Fiber Strands for Interoffice Use - This is the actual number of strands at all of the wire center connection points, such as EAS, toll and/or any other special use connection points. This line should also include strands associated with Extended Community Calling if those strands otherwise qualify as interoffice.

Miles of Fiber Sheath in the Wire Center - This quantity is the total actual sheath miles of fiber within the wire center. Sheath miles refer to the length of cable, regardless of size.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Assessable Revenues

PAGE NO. IN ANNUAL REPORT 20

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS) Gross Operating Revenues-Wisconsin (including interstate revenues) from Operating Revenues schedule to Remainder and Telephone Relay.
Various Wisconsin intrastate revenues from Operating Revenue schedule to USF assessable revenues.

CONFIDENTIAL ITEMS All values (in 000's) in the This Year column, including Total Assessable Revenues for Remainder and Telephone Relay Assessment Purposes (if at least one of the summary amounts is locked).

PRIOR YEAR DATA NONE

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS) STANDARD.

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report \$130,000 as \$130.)

Calculation of Assessable Revenues for Remainder and Telephone Relay Assessment Purposes:

On page 20, line 7, assessable revenues for remainder and telephone relay assessment purposes include revenues from calls originating in Wisconsin regardless of termination location (i.e. intrastate and interstate revenues) plus miscellaneous revenues (rent, directory, etc.) attributable to Wisconsin. Such assessable revenues exclude revenues from services such as customer premises equipment sale and maintenance, inside wire maintenance, and revenues from the Internet Service Provider line of business which have either been deregulated or defined as nonutility revenues by the Commission.

Please note that the amount reported for Gross Operating Revenues – Wisconsin on page 20, line 1 is before consideration of uncollectible revenues. Page 20, lines 3 and 4 address write-offs and collections. Page 20, lines 5 and 6 address nonregulated operating revenue and net write-off amounts. Please use the definitions shown in the first three notes on the bottom of the screen in providing assessable revenues information for remainder and telephone relay assessment purposes.

To assist you in providing assessable revenue information for remainder and telephone relay assessment purposes in the annual report, a document titled "Questions and Answers Concerning

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE
(continued)**

Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" is available on the Commission's Web page at <http://psc.wi.gov/utilityinfo/tele/newsinfo/assessmentFees.htm>.

**Assessable Revenues for Universal Service Fund Assessment
Purposes:**

Page 20, line 8 should be used to report assessable revenues for intrastate universal service fund (USF) assessment purposes. Please use the definitions contained in the last four notes shown on page 20 of the annual report when entering the intrastate USF assessable revenue amount on line 8. The assessable revenue amount reported in this schedule should equal the Wisconsin-Based Intrastate Gross Operating Revenues reported on the Operating Revenues schedule (page 14) less amounts included therein for miscellaneous revenues other than video distance learning less amounts included therein for nonregulated revenues other than intrastate payphone revenues. In most cases, the assessable revenues for USF purposes will be less than the assessable revenues for remainder and telephone relay purposes.

To assist you in providing assessable revenue information for universal service fund assessment purposes in the annual report, a document titled "Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" is available on the Commission's Web page at <http://psc.wi.gov/utilityinfo/tele/newsinfo/assessmentFees.htm>.

Schedule edit checks:

- No negative amount allowed for Total Assessable Revenues for Remainder and Telephone Relay Assessment Purposes.
- No negative amount allowed for Assessable Revenues for Universal Service Fund Assessment Purposes.
- If line 7 or line 8 represents an increase or decrease of more than 20 percent and \$200,000 from last year, a brief explanation is required. If variance is less than these thresholds, enter NONE.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Other Information

PAGE NO. IN 21
ANNUAL REPORT

TO AND/OR FROM NONE
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

NAVIGATION WITHIN STANDARD.
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)

OTHER UNIQUE Enter any additional information concerning the annual report.
CHARACTERISTICS OF
SCHEDULE Entities should note in this schedule the Web site address where the
company's stockholders' report may be found.

OTH TELECOMMUNICATIONS ANNUAL REPORT SCHEDULE REFERENCE SHEET

SCHEDULE NAME Schedule And Report Notes

**PAGE NO. IN
ANNUAL REPORT** 22

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** NONE

CONFIDENTIAL ITEMS NONE. Schedule and annual report footnotes are not eligible for confidential treatment in the program.

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** Click on footnotes icon. See accessibility of footnotes capability below.
Accessibility of Footnotes Capability (Data Entry Unless Otherwise Indicated):

In Schedule: Schedule Footnotes. General (Annual Report) Footnotes.

Schedule Listing: Schedule Footnotes for highlighted schedule. General (Annual Report Footnotes).

Main Screen "Main - Report Selection": General (Annual Report Footnotes).

Use enter to create lines.

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** The program's existing (albeit limited) word processing capability must be used.

Staff suggests avoidance of the single quotation mark (') and semicolon (;) for footnote text in the program, in that unpredictable hard copy results may occur.

If footnotes included in the annual reports are very large (from a data byte perspective), they may cause problems for storage of the information in the Commission's Access and/or SQL Server database. Please be concise in writing the footnotes associated with the annual report.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Services Offered

**PAGE NO. IN
ANNUAL REPORT** 24

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** NONE

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** STANDARD

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** Schedule edit check: Y (Yes) or N (No) must be selected for each question.

OTH TELECOMMUNICATIONS ANNUAL REPORT

SCHEDULE REFERENCE SHEET

SCHEDULE NAME Communities where Basic Local Service is offered to New Customers

**PAGE NO. IN
ANNUAL REPORT** 25

**TO AND/OR FROM
SITUATIONS
(INCLUDING SHOULD
AGREE WITH ITEMS)** NONE

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA NONE

**NAVIGATION WITHIN
SCHEDULE (INCLUDING
ADDING OR DELETING
RECORDS)** STANDARD. Use Insert icon to add records and Delete icon to delete records.

**OTHER UNIQUE
CHARACTERISTICS OF
SCHEDULE** Schedule is prepopulated with data previously provided to the Commission by the reporting entity; edit as necessary to reflect status as of the end of the report year. (Note that answering "Yes" to questions 3 or 4 on the Services Offered schedule will not affect the communities displayed on this schedule).

Schedule edit check: All county name, municipality name and municipality type combinations must be unique and valid.

If the user creates a duplicate record (two lines with the same county name, municipality name, and municipality type), a database transaction warning message may appear.

If you know the name of the municipality, but not the county, you can look up this information at
http://www.doa.state.wi.us/docs_view2.asp?docid=436

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Schedule Listing

Topic Section No.:

57

DESCRIPTION:

To print Schedule Listing, click on Internal print icon while schedule listing is on screen. Screen print. Use right mouse menu for changing schedule status or order of listing. Options are by Suggested Order, Schedule Name, Page Number or Schedule Status. Schedule status options are Not Started, In Progress, Completed or All. Some schedules are Display Only. Listing may be created that shows All Not Started, All In Progress, All Completed or All.

OTH TELECOMMUNICATIONS ANNUAL REPORT TOPIC REFERENCE SHEET

Topic Name:

Installing the Program

Topic Section No.:

59

DESCRIPTION:

Installation Instructions. Staff will not be communicating with users via Internet e-mail for initial release of the program (nor for maintenance releases, if any). Files will be available on the Commission's Web page (<http://psc.wi.gov>).

(Move last year's export file (e.g., OTH_XXXX_YYYY.MDB, with XXXX representing the year and YYYY representing the respective telco's four-digit utility ID number) from the export directory to a safe location. Staff resource limitations have not allowed import capability to be built into the annual report program.)

The new annual report program should be downloaded from the Commission's Web page and installed on the user's machine. DO NOT USE A PREVIOUS YEAR'S ANNUAL REPORT PROGRAM TO PREPARE THIS YEAR'S ANNUAL REPORT!

In the event that you are unable to download the current program from the Commission's Web page, please contact Chris Larson at Chris.Larson@psc.state.wi.us or (608) 267-9508. You may require administrative rights to install the program on your computer and export the completed report to the Commission.

If you wish, you may install the annual report program on a network. If you have not utilized this option for prior annual report programs, please contact the Telco Annual Report Helpdesk for further details.

Using the Other Telecommunications Provider (OTH) Annual Report System. If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used may

OTH TELECOMMUNICATIONS ANNUAL REPORT TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

also minimize potential problems (e.g., lack of available computer memory) with the new package.

When you are creating a new OTH report, you must select public or confidential filing status. Please be accurate. You cannot go back to this screen to change the filing status at a later time after data has been entered.

Keep in mind that if you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.

When clicking on the Sort List button on the Main - Report Selection screen to specify sort criteria for the annual reports, do not use the last two sort criteria (cnf_file_stat_cd or cnf_expr_dt), as the results will not be meaningful to the user.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Confidentiality

Topic Section No.:

60

DESCRIPTION:

The annual report program incorporates provisional confidentiality based on the Commission's Information Regarding Confidential Filings decision. If program provisional confidentiality capability is utilized, the user is not required to complete a PSC Confidentiality Request form, nor a notarized affidavit.

Provisional confidential treatment assumes compliance with the program e-mail filing requirements. The burden is on the utility to ensure confidential treatment by compliance with these rules. Failure to comply with these rules risks confidential treatment.

The data entry screens contain padlocks next to items that are eligible for confidential treatment. Click once on lock to "open" lock and remove confidential masking; click again to restore masking. Please note: having the padlocks closed where applicable is the utility's responsibility; if a padlock is open, that data will be filed public.

If you print a public copy of a schedule where the padlock is locked, that item will be masked and replaced with the word "---CONF---". If you print a confidential, or internal, copy of the schedule, the confidential symbol "‡" will appear next to the item. If the padlock is unlocked, the information will print with no modification in either print situation.

Schedule and annual report footnotes are not eligible for confidential treatment.

If a utility desires additional provisional confidential treatment do not click on the "Export Data & Send to PSC" button. Instead, see the manual (i.e. Electronic Regulatory Filing System) filing procedures for OTH annual reports posted on the Commission's web page.

OTH TELECOMMUNICATIONS ANNUAL REPORT TOPIC REFERENCE SHEET

Topic Name:

Hardcopy Telecommunications Annual Report

Topic Section No.:

64

DESCRIPTION:

A hardcopy of the annual report (or CD) should **NOT** be filed with the Commission. Filing via e-mail is required unless additional provisional confidential treatment is desired.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Help

Topic Section No.:

65

DESCRIPTION:

Help for schedules and topics are included in the program and posted on the Commission's Web page. Click on the Help, Help Topics dropdown to access the information. Schedule help may also be obtained by clicking on the Help, Schedule Help F1 dropdown or by pressing the F1 key if a particular schedule is highlighted on the Schedule Listing screen.

Help, About dropdown identifies applicable program version number and release date.

General help: Generally line numbers are only shown on the printed copy where data is directly inputted. Where more than one schedule prints per page, line numbers begin at 1 for each schedule.

Cells that are shaded on the screen are nonenterable fields. The user can right click on a cell to reveal the source schedule for that particular cell.

Helpdesk process: Commission staff has established a Telco Annual Report Helpdesk. The primary Helpdesk contact person and phone number is: Chris Larson, (608) 267-9508 (E-mail address: Chris.Larson@psc.state.wi.us). If you call the Helpdesk for assistance, please be prepared to provide the following information: type of annual report (i.e., OTH); name and employer; phone number; utility name and ID number; and nature of problem (installation, navigating within the program, etc.). If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used may also minimize potential problems (e.g., lack of available computer memory) with the new package.

If you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Listing of Schedules with Confidential Locks

Topic Section No.:

66

DESCRIPTION:

Located under Admin on the menu bar. Includes a list of schedules with data eligible for confidential treatment. Also includes page numbers and a count of the open and closed locks. It is the utility's responsibility to ensure that locks are closed if they wish that data to be provisionally treated as confidential.

When "Run Confidentiality Listing" is clicked, an OTH_year_util.clf file is automatically saved to the program's export directory. This file may be viewed using a word processing package. The Confidential Listing Results printout should not be filed with the Commission.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Listing of Edit Check Results

Topic Section No.:

67

DESCRIPTION:

Run edit check at completion of data entry. Located under Admin on the menu bar. Each edit problem is numbered, lists pertinent schedules, rows and columns, and lists nature of problem such as "does not equal". See Program Edit Check Master Listing on following pages. Utility should review edits and correct or footnote all problems listed.

When "Run Edit Checks" is clicked, a OTH_year_util.edt file is saved to the program's export directory. This file may be viewed using a word processing package. The Listing of Edit Check Results printout should not be filed with the Commission.

One caution with regard to running the program edit checks: Do not attempt to run the edit checks prior to entering data in the schedules. If you do, you may experience an error message in the Listing of Edit Check Results, although the edit checks will continue to run if you click on Continue.

After completing each schedule but prior to exporting your annual report data to the Commission, please change the schedule status on the Schedule Listing screen for all schedules (other than "Display Only") to "Complete". One way to change the status for a particular schedule is to highlight the schedule on the Schedule Listing screen, hold down the right mouse button, and release it on Set Schedule Status. With this procedure, Commission staff will know that if a schedule is left blank, the telco intended that it be reported in that manner. In addition, a program edit check will list all schedules that have an "In Progress" or "Not Started" status and instruct the user to change the status to "Complete."

If you have unresolved or inapplicable edit checks, please appropriately document the reason(s) for the particular situation. This can be accomplished by opening up the OTH_year_util.edt file in a word processing package. Type "Company comment:" immediately prior to the user's statement as to why the edit check is unresolved or inapplicable.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Backup Procedures

Topic Section No.:

68

DESCRIPTION:

The Public Service Commission of Wisconsin staff encourages users to back up the data contained in the OTH Telecommunications Annual Report System. Data backups and data recovery are the sole responsibility of the user. **The Public Service Commission of Wisconsin and its staff are not responsible for lost data.**

It is recommended that users create backup copies of their data to protect against loss of data and time. To determine the appropriate backup intervals, users should consider how much data they are willing to lose and thus have to reenter.

The Public Service Commission of Wisconsin staff recommend that users:

- obtain software specifically designed to back up data
- create backups at regular intervals (**BACK UP EARLY AND OFTEN!**)
- store backups in a different location than the original (If the original data is on the user's hard drive, do not store the backup copies on the same hard drive.)
- test the backups to ensure both completeness and accuracy.

Note: The backup software selected must support compression if floppy diskettes will be used as the medium for backup copies.

The following files contain the annual report data in the OTH Telecommunications Annual Report System and should be backed up. These files are in Microsoft Access format. (There should only be one Oth_Tele_ARS.MDB file for each computer or network; there may be more than one UNF.MDB file if multiple annual report programs are installed.)

File Name

Oth_Tele_ARS.MDB

UNF.MDB

OTH TELECOMMUNICATIONS ANNUAL REPORT TOPIC REFERENCE SHEET

Topic Name:

Filing the Annual Report with the PSC

Topic Section No.:

69

DESCRIPTION:

Filing on or before April 1 via e-mail using the program's capabilities is required unless you desire additional provisional confidential treatment.

If you desire the latter, see the manual (i.e., Electronic Regulatory Filing System) filing procedures for OTH annual reports posted on the Commission's Web page.

If you encounter problems in preparing the e-mail to the Commission, see the "Prepare E-Mail Instructions" printout in the Help for topic 63, Export Process.)

User should verify that the exported annual report file is accurate prior to filing; annual report preparers should ensure that no "Save" was performed subsequent to the export procedure.

Confidentiality Request forms, notarized affidavits, and a CD are not required if utilizing the program's e-mail filing capabilities. The program's e-mail capabilities will encrypt and zip the following four files and send them to the Commission: exported annual report file (.mdb); listing of edit check results file (.edt); confidential listing results file (.clf); and the export status file (.txt). (The last three files may be viewed by using a word processing package, such as Wordpad.)

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Correspondence Concerning the Annual Report

Topic Section No.:

70

DESCRIPTION:

Items to note concerning release of the program contained on the Commission's Web page (<http://psc.wi.gov>).

Note that staff does not intend to issue e-mails to announce initial release or maintenance releases, if any, concerning the program. Users are encouraged to periodically check the Commission's Web page to utilize the appropriate year's program and release and ensure that the annual report is filed with the Commission by April 1 of each year.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Icons, Tool Bars, Dropdowns

Topic Section No.:

61

DESCRIPTION:

Explanation of icons, dropdowns, other unique tools or procedures.

Program Defaults: Under the View, Options dropdown in the program, the following defaults are in effect:

Schedule Options

Enter Key Column Advance - not checked (enter functions as carrier return)

Prompt for Schedule Status on Schedule Close - checked

Protect Prior Year Cells - not checked

Always sort suggested list by Suggested Order

General Options

Confirm Application Exit - checked

Query-Only Mode - not checked

Options may be modified to the user's preference; however, changes do not take effect until the user exits the annual report program.

Print Entire Report: The annual report program contains the capability to print the entire "Public" (confidential information is masked) and "Internal" (confidential information is displayed) version of the annual report.

To print the entire "Public" or "Internal" version of an annual report open the Schedule Listing screen and click the "Print Entire Report" button.

The program may also require minimal user interaction during the printing process.

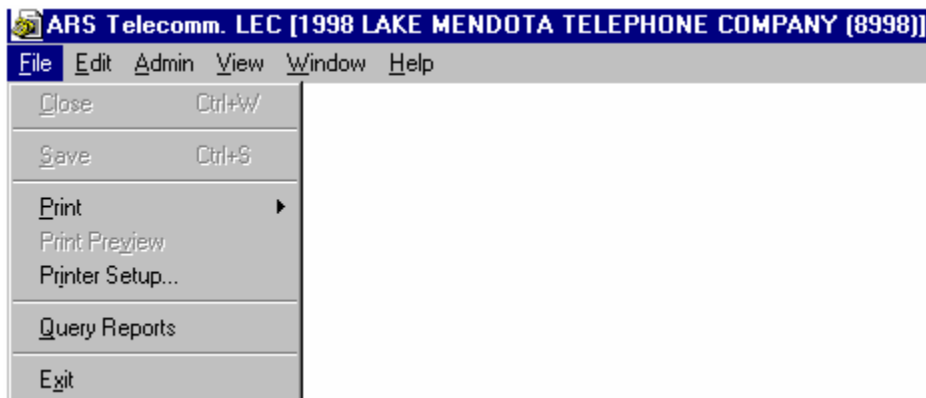
The ability does not exist to print the report on both sides of the paper.

One caution with regard to the above print features: Do not attempt to use these print features prior to entering data in the schedules. If you do, you risk experiencing an application error and/or database transaction warning, thereby causing you to immediately exit the program.

Drop-Down Menus

Drop-down menus can be used for many of the same functions that are available as toolbar icons. Some functions are only available from drop-down menus.

File Menu (This and following splash screens will reference the OTH Telecommunications Annual Report System.)



Close: Close the current window.

Save: Update the database with the current changes.

Print: Print the current screen or schedule. Clicking on this menu entry allows you to select:

Screen: Produce a full screen print.

Public Schedule: Prints a public copy of the current schedule. Confidential fields, if any, are masked so that the schedule can be distributed without concern for compromising confidentiality of data.

Internal Schedule: Prints an internal copy of the current schedule. Only available for schedules which contain confidential data.

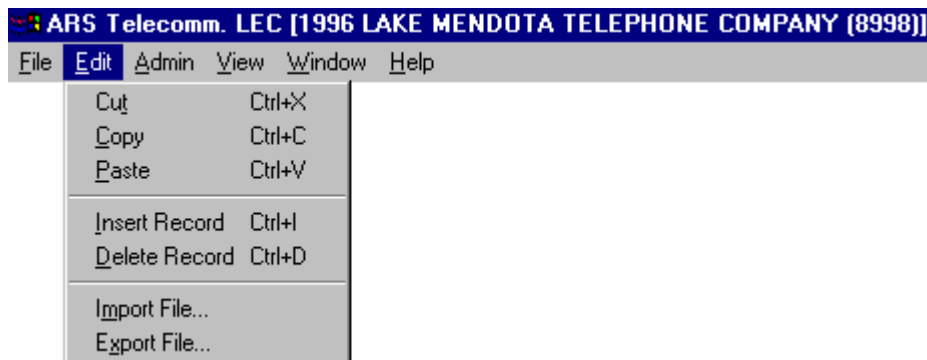
Print Preview: Allows a schedule to be viewed as it will appear for printing.

Printer Setup: Allows the user of the system to specify the characteristics of the printer.

Query Reports: (This feature is not enabled in the program, either in the drop-down menu or icon.) Allows the user of the system to specify a utility or group of utilities and then print one or more schedules for the specified utility or group of utilities.

Exit: Exit the application.

Edit Menu



Cut: Move the highlighted text or image to the clipboard.

Copy: Duplicates the highlighted text or image on the clipboard.

Paste: Places a copy of the current clipboard image wherever the cursor is.

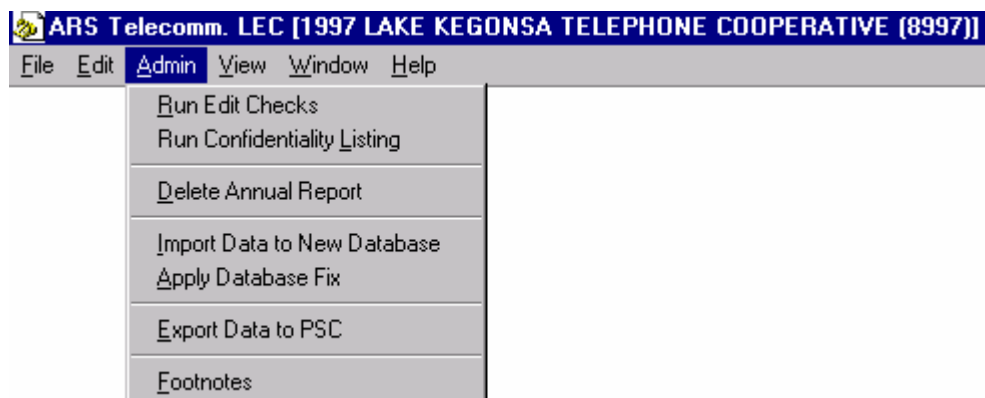
Insert Record: Insert a new record. This is only available on a select few schedules.

Delete Record: Delete the current (highlighted) record. This is only available on a select few schedules.

Import File: Specify a tab-separated file name which contains the values for this schedule.

Export File: Specify a file name and export the data from this schedule in tab-separated format.

Admin Menu



Run Edit Checks: Once data entry appears to be complete, this report is run to validate appropriate cross-checks of data. The printout of this item should not be filed with the PSC. A Listing of Edit Check Results file (OTH_XXXX_YYYY.edt with XXXX representing the year and YYYY being the utility identification number) is created during this procedure.

Run Confidentiality Listing: Once data entry is complete and the Annual Report appears to be ready for submittal to the PSC, this report is run to help determine if appropriate confidentiality indicators have been set. The printout of this item should not be filed with the PSC. The Confidential Listing Results file (OTH_XXXX_YYYY.clf) is created during this procedure.

Delete Annual Report: This function will delete an entire Annual Report from your system. Use this with caution, as it will delete all data which has been entered already for an Annual Report.

Import Data to New Database: (This feature is not currently enabled in the OTH Telecommunications Annual Report System.) This function will import all of the data from last year's database. You will be prompted to specify the location of the file to be imported.

Apply Database Fix: If a maintenance version is released by the PSC and database changes are necessary, this function will alter the existing database as needed.

Export Data to PSC: This function will export an annual report for a specific utility and year, and copy the file to your hard drive. (Note: Although the export status printout should not be filed with the PSC, the export status file (OTH_XXXX_YYYY.txt) is created during this procedure.)

Footnotes: This function will allow the user to bring up windows which allow you to enter footnote information. The windows which come up are dependent upon where you start:

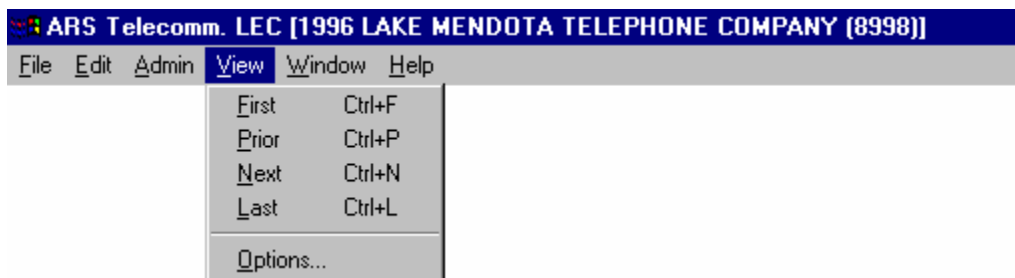
Annual Report Footnote: This allows one footnote entry which is applicable to the entire Annual Report, and is accessible from anywhere in the system.

Schedule Footnote: This allows one footnote entry which is applicable to an entire schedule. To access an entry pertaining to a specific schedule, you must either be in the data entry screen for that schedule or be on the Schedule Listing screen with the schedule name highlighted.

Line Item Footnotes for this Schedule: (This feature is not currently enabled in the OTH Telecommunications Annual Report System.) This window allows entry of footnotes which apply to a specific line(s) or record(s) in the Annual Report. To access these footnotes, you must be in a data entry screen, and you will only have access to enter or modify those footnotes which are referenced in that schedule.

Line Item Footnotes for this Annual Report: (This feature is not currently enabled in the OTH Telecommunications Annual Report System.) This window displays all line item footnotes for this Annual Report. No entry or modification of footnotes is allowed from this screen.

View Menu



First: In schedules which display multiple rows of data, this function will scroll to the first row.

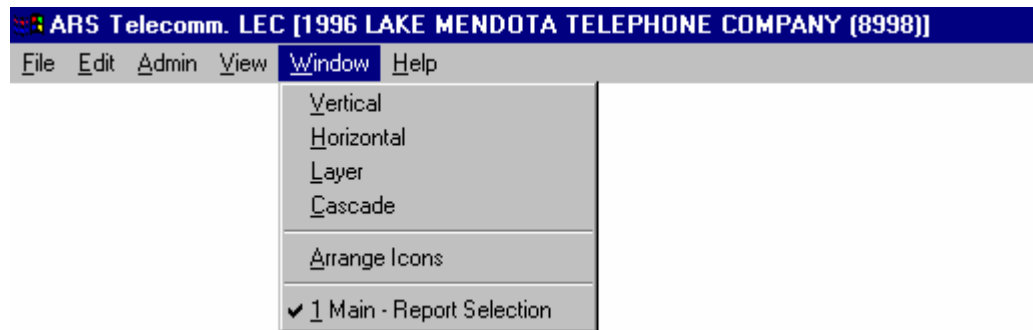
Prior: Scroll to prior row.

Next: Scroll to next row.

Last: Scroll to the last row.

Options: Opens the Options window. This window allows you to set options as to how your system operates. See below for more details.

Window Menu



Vertical: This function arranges all open windows in the system one above another on the screen.

Horizontal: This function arranges all open windows in the system side by side on the screen.

Layer: This function layers all open windows in the system so that only the active window is visible.

Cascade: This function layers all open windows in the system so that each window's title bar is visible, and only the active window is completely displayed.

Arrange Icons: This selection is not functional in this release of the system.

Window List: Following "Arrange Icons" is a list of open windows in the system, with a check mark beside the currently active window. You can switch to another open window by clicking on it.

Help Menu



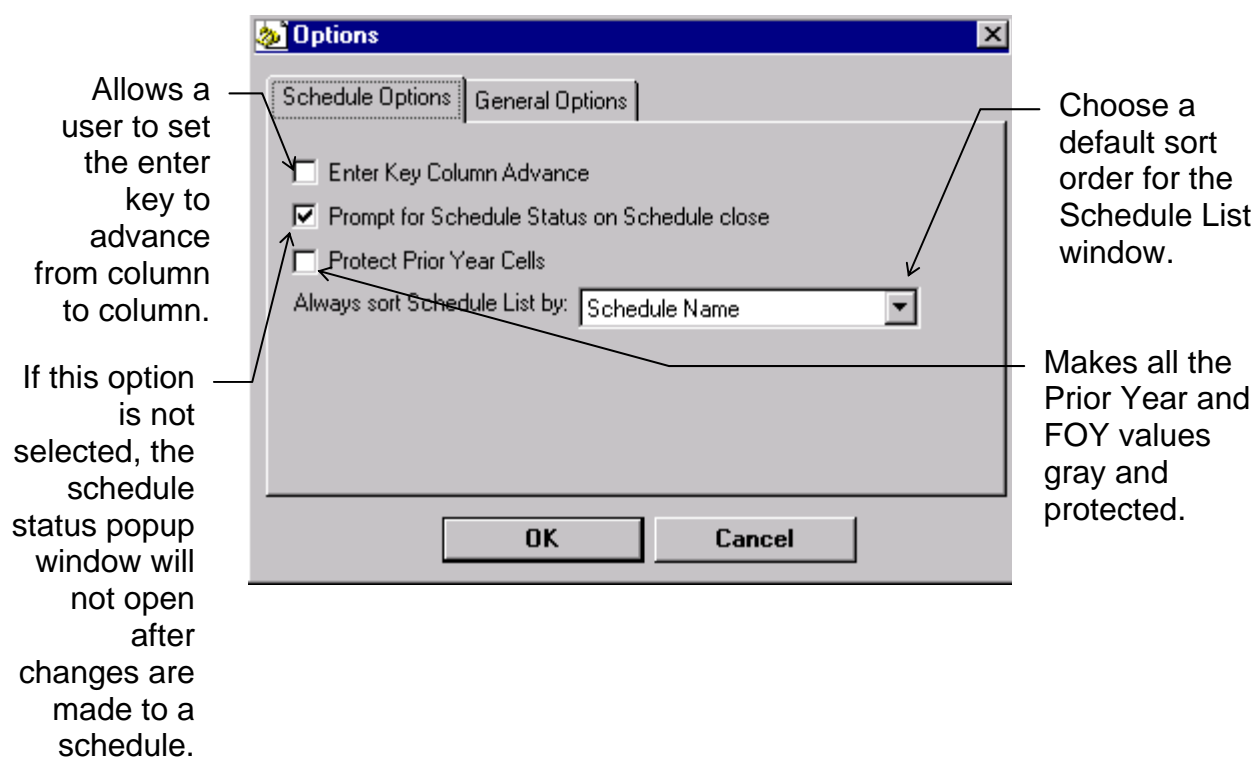
Schedule Help F1: Either this dropdown or F1 may be used to access help for a particular schedule when the schedule name is highlighted on the Schedule Listing window or when the schedule is open.

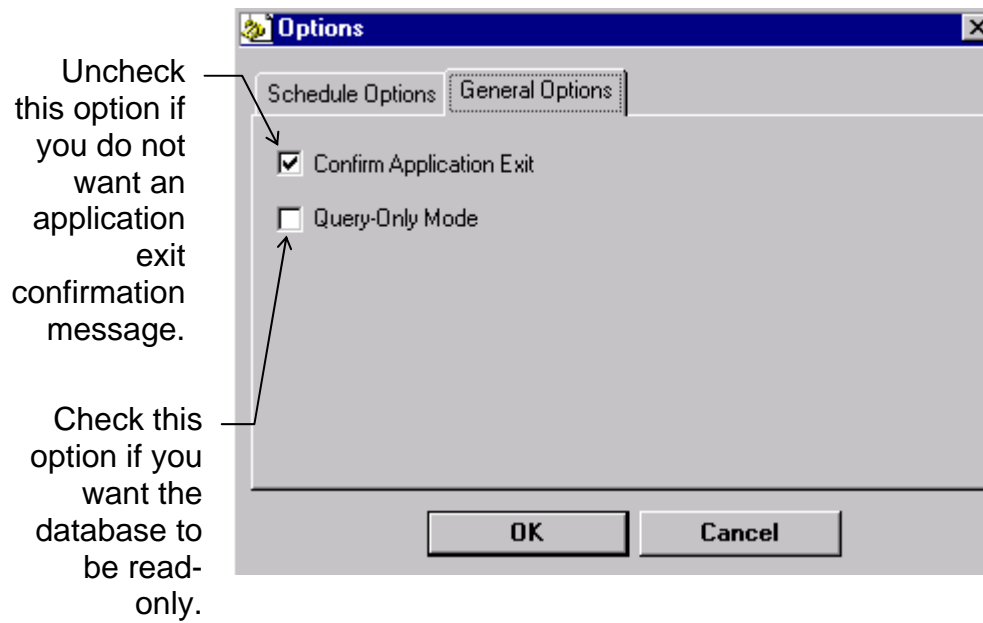
Help Topics List: This selection brings up a list of schedules and special topics. Double clicking on any of the schedule names or topic descriptions will bring up help concerning that schedule/topic which may be viewed on the screen or printed.

About: This selection brings up the “About” window which provides information concerning which release of the OTH Telecommunications Annual Report System you have installed. If you are calling the PSC Helpdesk to report a problem, you may be asked to bring up this window and provide this information to assist in troubleshooting.

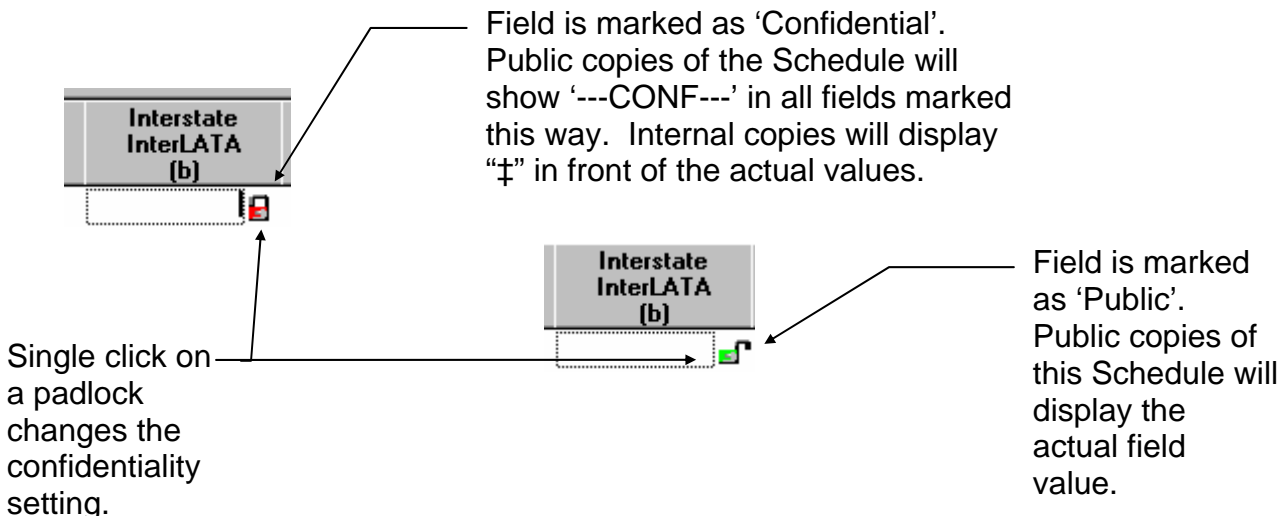
Options Window

Access this window from the menu by choosing View - Options:



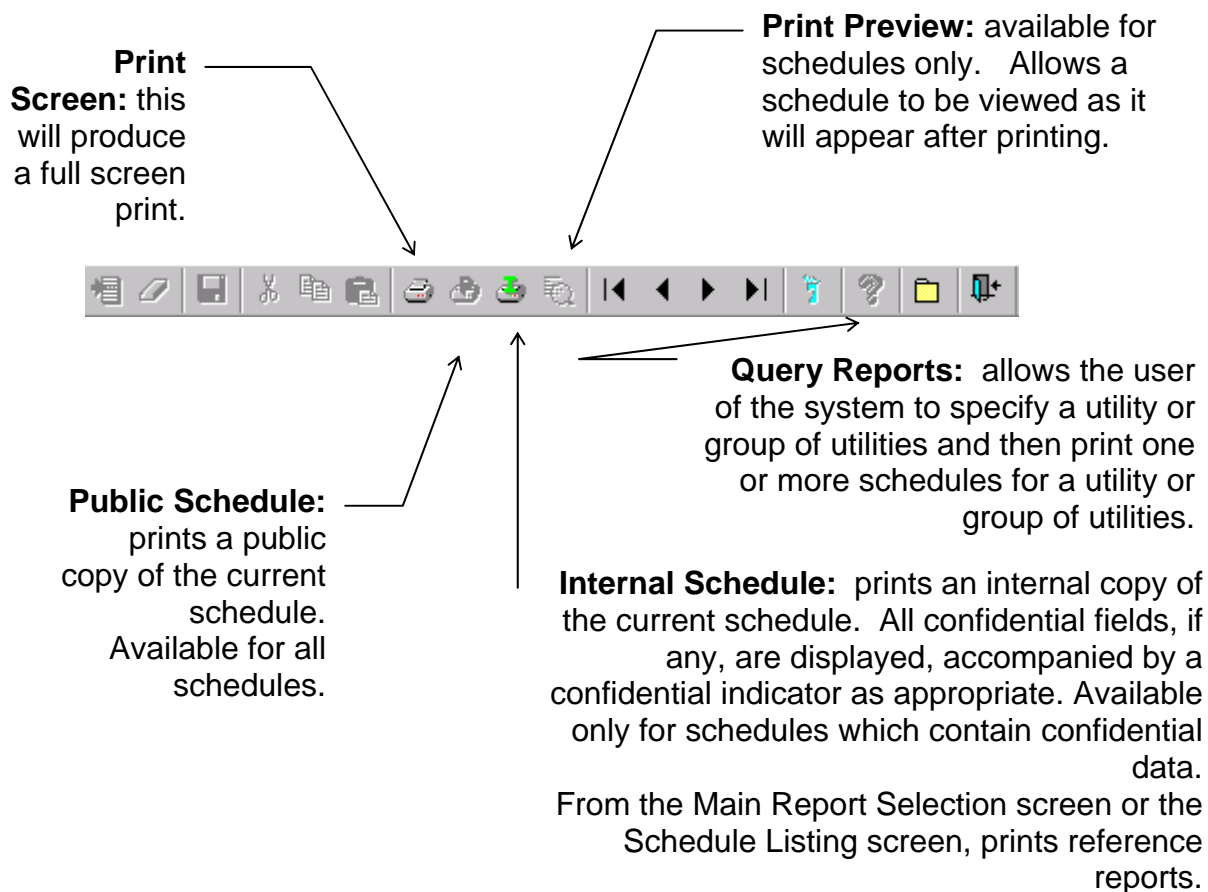


Setting Confidentiality for a field

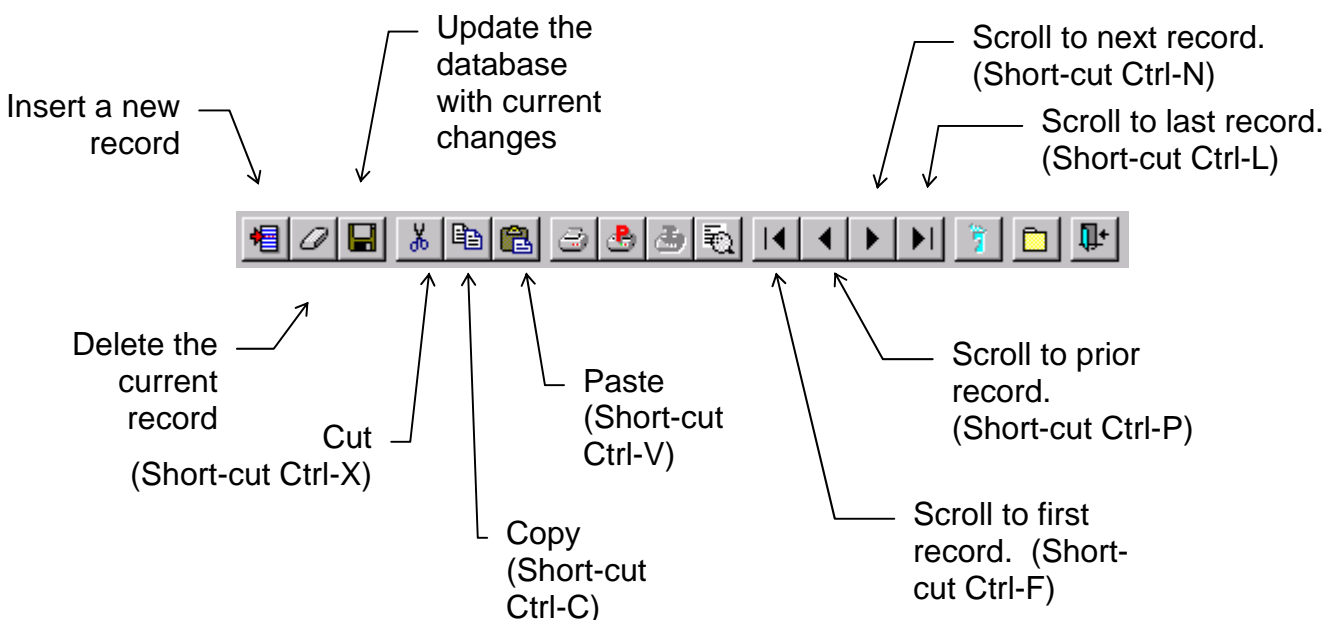


Toolbar Icons

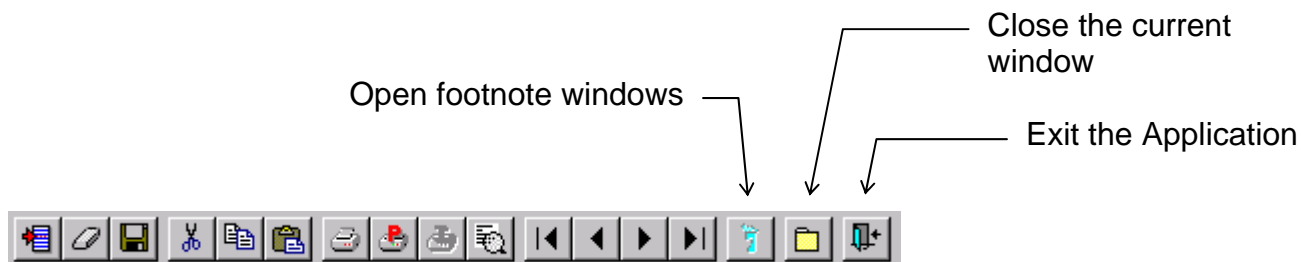
Printing Icons



Data Manipulation & Record Movement Icons

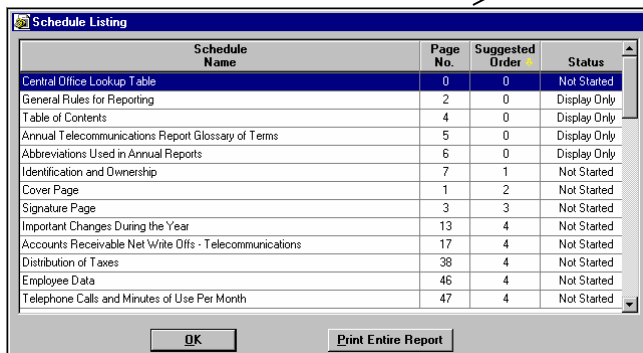


Other Icons



Schedule List Window

Yellow arrow by the column heading indicates the current sort-by column. This option may be changed by selecting Options from the View drop-down menu.



Schedule Name	Page No.	Suggested Order	Status
Central Office Lookup Table	0	0	Not Started
General Rules for Reporting	2	0	Display Only
Table of Contents	4	0	Display Only
Annual Telecommunications Report Glossary of Terms	5	0	Display Only
Abbreviations Used in Annual Reports	6	0	Display Only
Identification and Ownership	7	1	Not Started
Cover Page	1	2	Not Started
Signature Page	3	3	Not Started
Important Changes During the Year	13	4	Not Started
Accounts Receivable Net Write Offs - Telecommunications	17	4	Not Started
Distribution of Taxes	38	4	Not Started
Employee Data	46	4	Not Started
Telephone Calls and Minutes of Use Per Month	47	4	Not Started

OK Print Entire Report

Non-enterable schedules are set to a status of "Display Only". The status of these schedules cannot be changed, but they may be printed.

OTH TELECOMMUNICATIONS ANNUAL REPORT TOPIC REFERENCE SHEET

Topic Name:

General

Topic Section No.:

62

DESCRIPTION:

Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report \$130,000 as \$130.) Report actual number of customers, access lines, etc.

Right click on cells to reveal source schedule.

If you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.

Filing via e-mail using the program's capabilities is required unless additional provisional confidential treatment is desired. If additional confidential treatment is desired, please see the manual (i.e., Electronic Regulatory Filing System) filing procedures for OTH annual reports posted on the Commission's web page.

No line numbers on screens, only on paper copy.

Ignore any rounding errors produced by edits.

Copy 1, Copy 2 numbering convention.

Annual report and schedule footnote capability is enabled.

Navigation on screens differs depending on background (white, gray).

SAVE OFTEN. The key file is the oth_tele_ars.MDB file (one for each computer or network). Keep in mind that the frequency with which you perform the backup activity is dependent on how much work you can afford to lose. Entry of dates is very flexible, however, the program assumes 20xx for years between 00 and 49 and 19xx for 50 through 99. Please enter dates accordingly.

Phone numbers may be entered as 10 digits, no hyphens.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

Phone numbers for business and residential customers to contact the company are required in the Identification and Ownership schedule.

Negatives should be entered with the minus sign “-“. The program will convert the minus to ().

If you select a record and get into a warning loop, use the mouse to delete the record.

Gray fields, totals, and gray screens are nonenterable.

Other items to note concerning the program:

- 1) Confidentiality capability in the program conforms to the Commission’s Information Regarding Confidential Filings decision. The program includes locks for these items. These may vary from year to year.
- 2) The income statement (Page 7) requests Wisconsin total operations information.
- 3) The Year-End Number of Lines schedule (Page 16) requests actual number of lines (not customers).
- 4) Common Language Location Identifier (CLLI) codes are required in the Central Office Data-End of Year schedule. CLLI codes are normally 11 characters. Please enter the appropriate CLLI code for each central office.
- 5) For actual access lines data requested on the Central Office Data-End of Year schedule (Page 19), do **not** include lines associated with resale activity.
- 6) OTH entities should note in the Other Information schedule (Page 21) the Web site address where the company’s stockholders’ report may be found.
- 7) The program includes schedule for Services Offered (Page 24) and Communities Served with Basic Local Service (Page 25).
- 8) Municipalities authorized by the Commission as competitive local exchange carriers (CLECs) should report only the CLEC-related amounts in the OTH annual report.

Printing: Public copies vs. Internal copies.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

Importing Current Year Data: While some import/export capability has always existed in the program, if improperly used it may cause significant problems for the user. The annual report preparer is responsible for providing primary technical support for the import/export capability.

Print preview: all schedule pages can be viewed in print preview.

When creating a new report, if the user selects file public or confidential in error, the user can delete the annual report (under Admin dropdown) and re-add a new annual report.

Message in lower left corner of screen informs you as to what the program is doing.

If the hourglass symbol has been on your screen and won't disappear, hit control-alt-delete to bring up the task manager and terminate the program. When you do this, however, you will lose anything you have not saved.

View, Options, Schedule Options dropdown to change enter key direction and have enter key function as carrier return in text fields (By default, Enter Key Column Advance not checked).

Shut down all other software packages to facilitate proper functioning of the annual report program.

Wait for data retrieve to complete before clicking on another icon.

If printing schedule, wait for it to finish printing before closing the schedule.

OTH TELECOMMUNICATIONS ANNUAL REPORT

TOPIC REFERENCE SHEET

Topic Name:

Export Process

Topic Section No.:

63

DESCRIPTION:

Exporting data for submittal to the PSC. Select the annual report to export from the Main-Report Selection window.

(If you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.)

Two options exist for the export process (under the Admin dropdown):

1. Export Data to Hard Drive; and
2. Export Data and Send to PSC.

Option one may be useful for users who need to share data with other individuals. Only the second option sends the exported annual report and associated files to the Commission. **DO NOT click on the “Export Data and Send to PSC” button if you desire additional provisional confidential treatment of annual report information!** Instead see the manual (i.e., Electronic Regulatory Filing System) filing procedure for OTH annual reports posted on the Commission’s Web page. If you encounter problems in preparing the e-mail to the Commission, see the “Prepare E-Mail Instructions” printout on the following pages.)

A check exists in the export process to compare the number of records exported versus the number of original records in the annual report program for a particular telco. An entry will be added to the export log if the number of records in both instances does not match.

At the end of the export process for the annual report, the user is notified that the export file has been saved to the program’s export directory with the name format “type_year_util.mdb” (e.g., OTH_2001_1365.mdb). This file, containing potentially confidential data, should be retained.

An export status file is also created (e.g., OTH_2001_1365.txt) and is saved to the program’s export directory. The export status report file may be viewed in a word processing package such as WordPad. Do not file a printout of the export status file with the Commission.